

**TREASURY DOCUMENTATION****Subject**

Computers and Other State Property, Care, Safekeeping, and Storage

**For**

EMPLOYEE HANDBOOK

**Also See**

BC-55142; ET-03102

**Identification**

5/3

ET-03089

Policy

**Effective**

12-1-2001

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**Replaces**

ET-03089 (7-1-1998)

This Policy is directed to all employees who use state-owned or leased computers and other equipment (copiers, scanners, fax machines, laptops, cell phones, pagers, etc.) at their work site and/or when traveling on state business. Equipment is to be utilized only by State employees for official State business.

Employees:

- Are responsible for exercising reasonable care in the care, safekeeping and storage of equipment.
- Who fail to exercise reasonable care, safekeeping and storage of equipment are subject to disciplinary action, and may be held personally liable for any loss resulting from lack of reasonable care.
- Must return state-issued property and/or equipment to their supervisors upon transfer to another area or termination of employment with Treasury.

**Transporting and Storing Equipment While Traveling**

Field staff and others who travel on state business must take additional precautions.

Equipment **should** be:

- In possession or control of the employee at all times.
- Transported in its carrying case.
- Carried on airplanes, trains, etc.

Equipment **should not** be:

- Kept in an automobile where someone can see it.
- Stored in a vehicle overnight.
- Stored in a trunk of a vehicle for a long period of time if subject to extreme hot or cold temperatures.

**Personal Property**

The Department cannot be responsible for lost, damaged or stolen personal property. Employees who bring personal items (such as radios, fans, pictures, etc.) to work are responsible for any loss.

**End**